

PURCHASING ASSISTANT

DEFINITION

To assist in performing specialized work involving the review and processing of requisitions and purchase orders, the preparation of bid forms, and the pricing and ordering of supplies, materials, equipment and services for all city departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Purchasing and Services Manager.

May exercise technical and functional supervision over assigned clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Receive requisitions; check requisition for completeness of data and authorizations for purchase.
2. Determine where products may be obtained; secure price quotations; compare prices and recommend suppliers.
3. Recommend, monitor and evaluate maintenance service contractors for maintenance of city office equipment.
4. Uses computer to maintain records of purchase orders, requisitions, annual contracts, lease purchase contracts for equipment, bidder files, nuclear affirmation letter file, vendor and product information.
5. Query data base to obtain information relating to specific purchasing transactions, to generate list of bidder, or ascertain vendor status.
6. Compile and send out bid packages, schedule bid openings, open bids and share results with vendors.
7. Tabulate bid results; prepare spread sheets for price comparison analysis; forward bid information to vendors as required or request.
8. Contact vendors to expedite shipment or make order corrections.

City of Hayward
Purchasing Assistant (Continued)

EXAMPLE OF DUTIES

9. Maintain up-to-date catalog and price list library for the Purchasing Division.
10. Using computer prepares contracts, reports, letters and purchase orders.
11. Assist in the preparation of the Purchasing and Central Services budget.
12. Order supplies and special items for the department.
13. Prepare and distribute informational memos relating to purchasing procedures to City divisions.
14. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Purchasing practices, terminology and policies.
- B. Supplies, materials, equipment and services used by the city.
- C. Modern office practices, procedures and computer equipment.
- D. Methods and procedures for processing purchase orders and requisitions.
- E. English usage, spelling, grammar and punctuation.
- F. Spreadsheet, word processing and data base software programs.

Ability to:

- G. Perform arithmetical calculations rapidly and accurately.
- H. Prepare and maintain accurate and complete records and reports.
- I. Establish and maintain effective relationships with those contacted in the course of work.
- J. Communicate clearly and concisely, both orally and in writing.

City of Hayward
Purchasing Assistant (Continued)

Ability to:

- K. Type at a rate of 45 words per minute.
- L. Develop and recommend methods for improving process.
- M. Use spreadsheet, word processing and database software programs with proficiency.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible clerical accounting or record keeping experience, including at least one year in purchasing activities.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

0111CS90

May 1982

Revised June 1996

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt